



Public Health
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**Berkshire Public Health Alliance
Governing Board Meeting**

**Thursday, June 13, 2013
Second Floor Conference Room
Berkshire Regional Planning Commission
1 Fenn Street
Pittsfield, MA 01201**

Meeting Minutes(DRAFT)

Municipalities Represented

Tim Drumm, Alford
Paula Wells, Clarksburg
Sandra Martin, Egremont
Mark Pruhenski, Great Barrington
Nancy Ruderman, Lanesborough
Rose Borgnis, Peru
Andy Fisher, Richmond
Louise Maron, Richmond
Kathleen Segrin, Sandisfield
Priscilla Cote, Sheffield
Jim Huebner, Washington
John Olander, West Stockbridge
Ron Stant, Williamstown
Jeff Kennedy, Williamstown
Erin Kirchner, Windsor

Municipalities Not Represented

Adams
Becket
Dalton
Hancock
Mount Washington
New Marlborough
North Adams
Savoy

Partners Present

Laura Kittross, Director
Jennifer Kimball, Grants and
Administration
Thomas Matuszko, BRPC
AJ Juarez, MA DPH

Jim Huebner called the meeting to order at 6 p.m.

Jennifer Kimball took roll call. There was a quorum present.

Jim Huebner asked for a motion to approve the minutes from March. Jeffrey Kennedy made a motion to approve the March minutes. Tim Drumm seconded the motion. APPROVED. All aye, no abstentions.

Jim Huebner made a motion to approve Laura Kittross as Director of the Berkshire Public Health Alliance. Sandra Martin seconded the motion. APPROVED. All aye, no abstentions.

Jim Huebner made a motion to recommend to Laura Kittross for hire by BRPC as Director of the Berkshire Public Health Alliance. Sandra Martin seconded the motion. APPROVED. All aye, no abstentions.

Thomas Matuszko gave a staffing update to the board. As of July 1, 2013, Laura Kittross and Jennifer Kimball will be hired as BRPC employees. Laura Kittross will be taking on many of the Alliance administrative tasks formerly performed by Thomas Matuszko. The public health nursing staff and sanitarian staff will retain their independent contractor status.

Jim Huebner made a motion to approve the appointment of Barbara Choon, RN, MSN as public health nurse for the Alliance. Sandra Martin seconded the motion. APPROVED. All aye, no abstentions.

Laura Kittross gave the Director's Report. She asked the Board to give her input on how much information they would like to see/in what format. It was decided that a monthly, one-page format would be best. Sandra Martin stated that it makes things easier, reporting-wise, to do the reports in a format that mirrors the DPH reporting requirements.

Laura Kittross stated that the Alliance has expanded some inspectional services; namely to Peru (to help with administration after Valerie Nickerson-Bird's leaving the Peru BOH) and to Great Barrington (to cover during Mark Pruhenski's vacation). The Alliance will also be aiding Sheffield with camp inspections again this year. There is a possibility of working with the City of North Adams, as their health department structure is changing. The Alliance has also submitted an inspectional services proposal to the Town of Hinsdale.

The Alliance continues to provide public health nursing services in the towns of Clarksburg, Egremont, Great Barrington, and Washington. The contracts that expire July 1, 2013 (Egremont, Great Barrington, Washington) are expected to be renewed. Clarksburg's contract expires 12/30/13. Windsor is expected to hire the Alliance for PHN services beginning 7/1/13. North Adams is still a possibility for PHN services as well, and the Alliance has also been speaking with Becket and Hinsdale regarding these services.

AJ Juarez arrived.

Jim Huebner asked the board members if they felt the need to continue with the Alliance Director Committee. The consensus was yes; this "executive board" has been essential

to the Alliance, as it seems to be the way that business is able (on short notice and otherwise) to keep moving forward. Sandra Martin stated that all budget changes, etc. are always subject to final ratification by the board.

Sandra Martin made a motion that the Alliance Director Committee (ADC) have the ability to hire personnel and adjust the budget subject to ratification by the Berkshire Public Health Alliance Governing Board. Tim Drumm seconded the motion. APPROVED. All aye, no abstentions.

Thomas Matuszko updated the Board on new grants. The Alliance was awarded a 3-year, \$100K Opioid Abuse Prevention grant (\$300K). This grant may be extended up to 7 years (\$700K). This grant was a partnership with many community organizations, as well as the City of Pittsfield and Tri-Town Health. AJ Juarez remarked that the regional allocation of these funds mirrors the map of federal allocations. Laura Kittross stated that the first year of this grant will be primarily planning and working on the Strategic Prevention Framework (SPF). The Alliance will receive funds for managing this grant, as well as significant planning work (in the first year). Partner organizations will receive the most significant allocations, especially in the following years. The first Steering Committee Meeting will be held on July 10. These meetings are public, and notices are posted on both the BRPC and Alliance websites.

Kathleen Segrin arrived.

Laura Kittross stated that the Alliance also applied to the Town of Great Barrington Grant and Aid program for FY 2014. If the grant is awarded, the Alliance will provide supplemental public health nursing services to Great Barrington. Mark Pruhenski stated that we will hear from the Town within a month.

Thomas Matuszko mentioned that BRPC is still pursuing on-line permitting for Berkshire County. 7 towns are on line. Sandra Martin inquired about the cost structure; Thomas Matuszko stated that Lenox/Lee is paying 6/7K yearly for this program (through PermitEyes).

Thomas Matuszko went over the finance report (through the end of May). The report did not include the mini-grant or the opioid grant. He reported that we are performing well in regards to our deliverables.

Jim Huebner went over the QA Plan as required by ICH (DPH). AJ stated that we are doing very well in this regard, and are proving that we are creating a sustainable public health model.

Laura Kittross stated that we continue to work on deliverables such as the budget (not updated since November), the wellness programming (we continue to work with the Community Health Assessment working group on 6 priority areas, and are working on the completion of asset mapping, aided by Diane Persson of BCBOHA). We are also providing 3 separate BOH trainings throughout the county – one was held on June 10, the next two are on July 17 and September 24.

Laura Kittross reminded Board members about the MAVEN read-only forms, and the importance of disease reporting on a regional basis. Jennifer Kimball will re-circulate (via email) the read-only forms to the Governing Board.

Thomas Matuszko updated the Board on two other grants, the second round of the Community Innovation Challenge Grant (CIC) and the Local Public Health Mini-Grant. The CIC grant ensures the continuance of the PHN program. The LPH Mini-Grant will be used to provide a sharps kiosk, containers, or educational materials to our communities.

Laura Kittross stated that she will be developing a survey (via Survey Monkey) regarding BOH mentorship.

Laura Kittross asked the board to consider review and standardization of current sanitarian fees. AJ Juarez stated that there is information on the BU site that covers pricing. Jennifer Kimball will send a PHN standard pricing spreadsheet to the Governing Board. She will also send information regarding arbovirus notification.

Jim Huebner stated that the Alliance PHNs will be presenting an informational seminar on Ticks and Mosquitoes in the Town of Washington on June 26.

Jim Huebner stated that the next board meeting will cover the budget. Sandra Martin asked whether the Alliance was supposed to have an assessment meeting as well. Jim Huebner stated that he will check on that.

John Olander asked AJ Juarez about the reporting responsibility for camps. When a camp resident is not a Town/State resident, who is ultimately responsible, and how do we keep up with this reporting? AJ will get back to us with more information regarding this issue.

The next meeting of the BPHA Governing Board will be Thursday, September 12, 2013 at 6 p.m.

Jim Huebner made a motion to adjourn. Jeffrey Kennedy seconded the motion. All aye.

The meeting adjourned at 7:22 p.m.

Itemization of Handouts Made Available at Board Meeting:

- 6/13/13 Agenda
- March and April Governing Board Minutes/Notes
- Director's Report
- ADC April Minutes
- ICH/QA Plan
- Treasurer's Report
- PHN Pricing Spreadsheet
- Arbovirus Notification/Information and Second Designee sheet